



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: June 7, 2022

* = Mandatory, information must be provided

or Procurement Director Award:

***Contractor/Vendor Name/Grantor (DBA):**

Marana Public School District dba Marana Unified School District

***Project Title/Description:**

Pima Early Education Program

***Purpose:**

To increase the funding without cost to low-income families, and change the funding source from the Pima County General Funds to the Town of Marana grant.

***Procurement Method:**

This IGA is a non-Procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

To increase the number of 3-5 year old children from income eligible families attending high quality preschools in Pima County. To increase the number and capacity of preschools recognized by the State as high quality.

***Public Benefit:**

A wealth of data shows that investing in high quality preschool, especially for economically disadvantaged, minority and dual language children provides short-term and lasting benefits to children, families, schools, employers, taxpayers and the community.

***Metrics Available to Measure Performance:**

Number of children enrolled, demographics of children, quality rating of new class, and satisfaction surveys.

***Retroactive:**

Yes. The Town of Marana PEEPs grant covers funding from 8/1/21 – 5/31/23 due to changing the funding source from Pima County General Funds to the Town of Marana PEEPs grant. This change will improve accounting transparency for Town of Marana PEEPs grant funded classes versus Pima County funded classes.

GMT approved
DVI 5/3/22

TO: COB 5-9-2022
VERS: 5
PGS: 6

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
Expense Amount \$ _____ Revenue Amount: \$ _____

*Funding Source(s) required: _____

Funding from General Fund? Yes No If Yes \$ _____ % _____
Contract is fully or partially funded with Federal Funds? Yes No
If Yes, is the Contract to a vendor or subrecipient? _____
Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.
Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: CR Contract Number (i.e., 15-123): 21-489
Amendment No.: 01 AMS Version No.: 5
Commencement Date: 08/01/21 New Termination Date: 05/31/2023
Prior Contract No. (Synergen/CMS): N/A
Expense Revenue Increase Decrease
Amount This Amendment: \$ 10,345

Is there revenue included? Yes No If Yes \$ _____

*Funding Source(s) required: Town of Marana grant

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Amendment Number: _____
Match Amount: \$ _____ Revenue Amount: \$ _____

*All Funding Source(s) required: _____

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Nicole Scott
Department: Community and Workforce Development Telephone: 520-724-2696
Department Director Signature: [Signature] Date: 5/4/22
Deputy County Administrator Signature: [Signature] Date:
County Administrator Signature: [Signature] Date: 5/5/2022

Pima County Community & Workforce Development Department

Program: Pima Early Education Program

IGA: Marana Public School District dba Marana Unified School District

Amount: \$274,345

IGA No: CT-CR-21-489

Funding: Town of Marana

Contract Amendment No.: 01

Orig. Contract Term: 08/01/2021-05/31/2023	Orig. Amount:	\$264,000.00
Termination Date Prior Amendment: N/A	Prior Amendment Amount:	\$0.00
Termination Date This Amendment: 05/31/2023	This Amendment Amount:	\$10,345.00
	Revised Total Amount:	\$274,345.00

AMENDMENT ONE

1. Background and Purpose.

1.1. Background. On June 22, 2021, Pima County ("County") and Marana Unified School District ("District"), entered into the above-referenced Intergovernmental Agreement ("Agreement") to provide a high quality preschool class at a District site without cost to low-income families. County determined that funding preschool expansion for low-income families that wish to enroll their preschool-age children in high quality preschools will improve the economic health and welfare of those children, their parents, employers, and taxpayers.

1.2. Purpose. The Parties want to increase the funding without cost to low-income families, and change the funding source from the Pima County General Funds to the Town of Marana grant.

2. Party Responsibilities.

2.1. Exhibit A Section 4.1 is replaced in its entirety with the following:

4.1 Make a good faith effort to commence operation of new preschool classes of up to 18 children each by August 31 of each school year.

2.2. Exhibit A Section 4.5 is replaced in its entirety with the following

4.5 For families with incomes at or below 165% of the Federal Poverty Level, (1) enroll

child in class, (2) require family to apply for a DES childcare subsidy, (3) provide the family with information about how to apply for a DES childcare subsidy, (4) require the family to notify District within 60 days of status of application, (5) if family is approved, family must accept the subsidy and provide approval letter to District and District shall bill DES for that child and reflect DES monthly billing amount on County invoice, and (6) if family is denied, family must provide denial letter to District and child remains enrolled in class. This section only applies for School Years 2022-23 and 2023-24.

3. Financing.

3.1. The maximum allocated amount in Section 7.1 is increased by \$10,345.00. County's total payments to District under this Agreement will not exceed \$274,345.00.

3.2. Paragraph 7.2 is deleted in its entirety and replaced as follows:

7.2. County will pay District a per-class base reimbursement rate.

7.2.1. For School Year 2021-22: Up to \$118,800 per 18 child class per 10-month program (3-year-old class or mixed 3-5 year olds not eligible for Kindergarten). These rates are based on the following per child amounts to be paid by the County: \$6,600 per child per 10-month program. Because the total cost per child is estimated at \$8,350, the parties understand that the District is making an in-kind contribution of \$1,750 per child in addition to the \$6,600 per child paid by the County.

7.2.2. For School Year 2022-23: Up to \$155,545.20 per 18-child class per 10-month program (3-year-old class or mixed 3-5 year olds not eligible for Kindergarten). These rates are based on the following per child amounts to be paid by the County: \$8,641.40 per child per 10-month program. Because the total cost per child is estimated at \$10,391.40, the parties understand that the District is making an in-kind contribution of \$1,750 per child in addition to the \$8,641.40 per child paid by the County.

7.2.3. Within 60 days of execution of this Amendment No. 01, District is required to submit a plan for how District will spend additional funds for reimbursement as stated above in 7.2.2. The one to two-page narrative plan must include how District will spend the additional funds on (A) increasing teacher and teacher assistant wages or other forms of compensation and/or (B) improving the quality of classes. The County will be flexible in considering and approving plans, with final approval due 90 days after execution of this Amendment No. 01.

3.3. Paragraph 7.4 is deleted in its entirety and replaced as follows:

7.4. The rates paid by County to District, including the in-kind contribution by District, are intended to fully cover the cost of providing new high quality preschool class(es) as defined in Exhibit A Program Services. Allowable expenses include all costs associated with setting up and operating the new class(es), including indoor and outdoor environments, as well as expenses related to improving quality. Expenses listed in paragraph 7.5 of the fully executed Agreement (June,

22, 2021) as funded by the District's in-kind contributions are not allowable expenses. Districts shall not charge eligible families any fees. District may only charge fees for before or after preschool care.

3.4. Paragraph 7.6 is deleted in its entirety and replaced with the following:

7.6 Timing of Invoices.

7.6.1 District will submit invoices and performance reports to County on a monthly basis as set forth in **Exhibit B-1** (1 page). County must receive invoices no more than 30 days after the end of the billing period in which District delivered the invoiced services to County.

7.6.2 Content of Invoices and Performance Reports. Each monthly request for reimbursement must be completed on the form provided by County similar to the form in **Exhibit B-1**. It must include a unique invoice identifier and this Agreement number. The person(s) that prepared the invoice and an authorized manager, supervisor or executive of the District must approve and sign each invoice to insure proper internal financial controls. The invoice must include (1) number of new classes in operation under this Agreement multiplied by the per class base reimbursement rate for that age group and divided by 10, (2) the dollar amount of the other financial assistance received by the school district that month for the children in the class(es), (3) the dollar amount received by the school district that month for private-pay children in the class(es), and (4) the total reimbursable amount for that month. The performance report must include (1) the total number of children enrolled per class for that month as of the last day of the month, (2) number of children receiving other financial assistance that month to attend class(es), (3) number of children funded under private pay to attend class(es), and (4) report race/ethnicity per child quarterly. County may refuse to pay for any service for which District does not timely invoice the County.

7.6.3 District must provide the following documentation with each invoice:

7.6.3.1 Copies of timesheets that account for 100% of each employee's time and effort, that are signed by the employee and by a supervisor with direct knowledge of the employee's work effort for all personnel expenditures.

7.6.3.2 Copies of DES childcare subsidy billing forms, Quality First scholarship billing forms, or private pay billing forms, if applicable for that month.

7.6.3.3 Any other documentation requested by County.

3.5. Paragraph 7.7 is deleted in its entirety and replaced with the following:

7.7 Because of continuing impacts from the COVID-19 public health emergency, County will reimburse District at the per class base reimbursement rate regardless of

enrollment, less other financial assistance, and less private pay received for children in the class(es).

- 4. Counterparts.** This Amendment No. 01 may be executed in any number of counterparts, each counterpart is considered an original, and together the counterparts constitute one and the same instrument.

All other provisions of the IGA not specifically changed by this Amendment remain in effect and are binding upon the parties.

SIGNATURE PAGE TO FOLLOW

PIMA COUNTY:

DISTRICT:

Chair, Board of Supervisors

President, MUSD Governing Board

ATTEST

ATTEST

Clerk of the Board

Clerk, MUSD Governing Board

Approval

The foregoing Intergovernmental Agreement between County and District has been reviewed by the undersigned and is hereby approved as to content.



Jan Lesher, Pima County Administrator

Intergovernmental Agreement Determination

The foregoing Intergovernmental Agreement between County and the District has been reviewed by the undersigned, each of whom has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party he or she represents.

PIMA COUNTY:

DISTRICT



May 5, 2022

Deputy County Attorney

General Council

EXHIBIT B-1 (1 page)

District will submit monthly financial reports for reimbursement using the following reporting template:

PIMA COUNTY INVOICE AND PERFORMANCE REPORT
 Pima County Department of Community & Workforce Development: Town of Marana Grant

Monthly Performance Report for the Month of _____ 2021

PLEASE RETURN INVOICE TO THE ATTENTION OF:

Community & Workforce Development
 Attention: Nicole Scott
 2757 E. Rio Way
 Tucson, AZ 85713
 FAX: 520.693.9192

DISTRICT INVOICE INFORMATION:

School District Name: _____
 Address: _____
 Agency Address: _____
 City, State, Zip Code: _____

ESSENTIAL FUNDING INFORMATION:

REPORT DATE: _____
 FUNDING NAME: PEP School District Support Grant
 REPORT #: _____
 CDMA #: _____

PLEASE MAKE SURE YOU ENTER A REPORT DATE IN SPACE L10 (date report is prepared, not month being reported)

APPROVED BUDGET & EXPENSE DETAILS (07/01/21 - 06/30/22)

EXPENSES	APPROVED BUDGET		July 21		August 21		September 21		October 21		November 21		December 21		January 22		February 22		March 22		April 22		May 22		TOTAL BUDGET	TOTAL BUDGET REMAINING	
	AMOUNT	PERCENT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT	EXP. AMT	PER. AMT			
Number of 18-month classes: \$13,500/00																											
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